

School Wellness Policy Checklist: Implementation Steps for Success

Topic	Date Accomplished
1. Assemble a committee or team to develop the policy. <ul style="list-style-type: none"> • Include: School board member, administrator, food service teacher, nurse, parent, student, medical professionals. • Select a chair or co-chair person(s). Recommendations include: <ul style="list-style-type: none"> ◦ school administrator or the nurse. If co-chair positions, may consider the food service manager as one of co-chairs. 	
2. Review the requirements and a few sample policies. <ul style="list-style-type: none"> • Montana School Boards Association model policy. • South Dakota's Board of Education policy. • North Dakota's Office of Public Instruction policy. • Check out the following websites: <ul style="list-style-type: none"> ◦ http://www.opi.state.mt.us/ ◦ www.teamnutrition.usda.gov ◦ www.actionforhealthykids.org 	
3. Assess your school "nutrition and physical activity" environment to determine needs and priorities. <ul style="list-style-type: none"> • Utilize school assessment tools such as CDC's "School Health Index" Or USDA's "Changing the Scene" kit. • Ask the questions: What is going on now? What is going well? What needs improvement? 	

Topic	Date Accomplished
<p>4. Develop and adopt the policy.</p> <ul style="list-style-type: none"> • Does it address, at least, the minimal requirements of the law? • Compromises from the ideal might be required as district leaders consider challenges such as limited class time, funding and space constraints • Obtain input from the public. 	
<p>5. Implement the policy through a gradual approach.</p> <ul style="list-style-type: none"> • Implementation must include addressing: <ul style="list-style-type: none"> ◦ Nutrition Education, ◦ Physical Activity, ◦ Nutrition Standards, ◦ Other School Based Activities, and ◦ Assurance that USDA guidelines for reimbursable school meals are met. • Recommend that the wellness policy be gradually phased in by addressing one item at a time. • The setting of goals, objectives and timelines will assist in effective implementation of the policy. Recommend the development of a wellness plan or administrative rules in order to implement the policy on a district-wide basis. 	
<p>6. Measure success of policy implementation.</p> <ul style="list-style-type: none"> • Did the school board adopt the policy by the first day of the school year beginning June 30, 2006? • Is one or more person(s) designated at the school district or at each school as the individual assigned operational responsibility for ensuring the policy is implemented? • Recommendation is an oral or written report is given to the board on an annual basis as an effective way to monitor implementation and success. 	